



Job Opportunity Bulletin Office Technician (Typing)

Tenure/Timebase:	Permanent/Full-Time
Work Schedule:	8:00 a.m. - 5:00 p.m.
Location:	CA Commission on Teacher Credentialing Fiscal & Business Services Section 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	\$2,510 – 3,050/month
Final Filing Date:	July 3, 2006 or until filled
Contact:	Crista Hill (916) 322-3459

DUTIES:

Under the direction of the Staff Services Manager II of the Fiscal Business Services Section, the Office Technician (Typing) is responsible for the following duties:

- Reviews, codes, and processes invoices from business vendors for transmitting to the Department of General Services, Contracted Fiscal Services (DGS – CFS). Ensures that all invoices contain proper signatures and are processed in a timely manner.
- Responds to general queries from the public, vendors and other claimants regarding the receipt of payment for goods and services. Independently researches, troubleshoots, and resolves the most complex problem situations associated with invoice processing.
- Maintains and modifies the invoice tracking database as appropriate. Prepares ad hoc reports for section manager.
- Releases Payroll warrants and Travel Expense Claim warrants to staff. Maintains the applicable databases as appropriate.

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is required.

DESIRABLE QUALIFICATIONS:

- Ability to work independently and in a team environment
- Good organizational skills
- Experience using databases and Microsoft Suite applications
- Strong verbal and written communication skills
- Good attendance, punctuality, and work attitude
- Dependable and good work ethics

WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above and who have eligibility for appointment to the above classification (e.g., transfer, list or reinstatement) may apply. The appointment is subject to the State Restriction of Appointment (SROA).

IMPORTANT NOTE:

Interested applicants must submit a State Application to the above address, Attn: Crista Hill. Clearly indicate the basis of your eligibility and include RPA No. 06-163 on the application. The applications will be screened and only the most qualified applicants will be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.